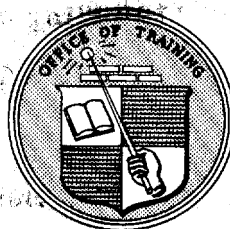


OFFICE OF TRAINING BULLETIN

SPECIAL BULLETIN
Number 3-62



19 January 1962

TO: Training Officers of
DDI, DDP and DDS

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INSTRUCTIONS FOR REGISTERING IN SELF-IMPROVEMENT PROGRAM

The College of General Studies of George Washington University has agreed to offer the following eight courses at Headquarters Building beginning on the dates indicated. These courses carry college credit, which may be transferred to other colleges or universities.

Course

Pol Science 9
Bus Admin 101
Economics 1
Accounting 1
Psychology 1
History 71
Geography 51
English 1

Beginning Date

Wednesday, 14 Feb
Wednesday, 14 Feb
Monday, 12 Feb
Monday, 12 Feb
Thursday, 15 Feb
Thursday, 15 Feb
Tuesday, 13 Feb
Tuesday, 13 Feb

An employee may take two courses. Classes will meet once a week for sixteen weeks on the day shown above from 5:45 to 8:15 p.m. Classrooms will be made known at registration. Dates, times, place of registration, registration officers, fees, and instructions from the Office of Security for filling out GWU forms appear on the reverse of this page.

Attendance will be limited to Agency employees who have no cover problems. Non-overt personnel who have expressed interest have already been referred by OTR's Registrar to GWU's program open to

Another series of GWU off-campus programs covers other Government offices and registration is from 22 Jan to 2 Feb. Dependents of Agency employees or non-Agency personnel will not be admitted to courses at the Headquarters Building.

The January 1962 OTR Bulletin contains more information on the self-improvement program. Copies of the Bulletin may be obtained from Admissions and Information Branch, extension 8271.

C-O-N-F-I-D-E-N-T-I-A-L

Dates and Places of Registration

Monday, 29 January, Library Reading Room, Headquarters Bldg.
Tuesday, 30 January, Library Reading Room, Headquarters Bldg.
Wednesday, 31 January, 1300 Wing of "I" Bldg.

Employees may register at either place. Those registering at the Headquarters Building are asked to use the library entrance nearest to the cafeteria, Room 1-G-12, so as to cause minimal disruption to normal library activities. The 1300 Wing of "I" Building is the area of the OTR Registrar and is near Gate #5.

Time of Registration

Hours of registration are from 11:00 a.m. to 2:00 p.m. on the three days. All those present at 2:00 p.m. each day will be afforded opportunity to complete registration.

Registration Officials

Registrations will be handled by four representatives of GWU:

Dr. Grover L. Angel, Dean of the College of General Studies
Mr. Robert W. Eller, Ass't Dean and Director of Campus Division
Dr. James G. Brown, Director Off-Campus Division
Mr. Donald T. McNelis, Ass't Director of the Off-Campus Division

During registration the Registrar and the Security Officer of OTR will be in attendance to assist individuals.

Special Instructions for Completing GWU Registration Form

Employees will follow GWU instructions, except that the Office of Security's requirements will apply as follows:

For: Location of Course	Use: CIA - Langley
Employer	Chief, Personnel
Business Address	2430 "E" Street, N. W.
Business Phone	Extension 4005
Receipt of grades	Local home address and phone

Fees

Employees should be prepared to pay or to arrange for payment of fees and books. Each course carries 3 semester hours credit and costs \$60. At least \$20 of the fee must be paid at registration. Cost of books will vary.